

Court Services and Offender Supervision Agency

Management Analyst, GS-0343-12/13

ANNOUNCEMENT NUMBER:	OD-07-002(EH)	APPLICATION DEADLINE:	1-25-2007
JOB LOCATION:	Washington, Dist of Columbia	WORK SCHEDULE:	Full Time
SALARY RANGE:	\$66,767.00-\$103,220.00	OPEN DATE:	1-11-2007
TIME LIMIT:	Permanent - No time limit	WHO MAY APPLY:	US citizens
NUMBER OF VACANCIES:	1	PROMOTION POTENTIAL:	13

NOTES:

This announcement is being used to consider internal Merit Promotion and external candidates. You will be considered under all categories for which you are eligible.

DUTIES:(The duties described reflect the full performance level of this position)

Develops procedures and systems for establishing, operating, and assessing the effectiveness of administrative control systems in line or operating programs. Develops procedures and systems for evaluating, accomplishing, and monitoring audits, inspections, or management/internal control reviews. Writes a variety of manuscripts including written reports of findings from research and evaluation files. Develops and implements project plans, analysis, and evaluation. Conduct comprehensive case management audits of individual Community Supervision Officer (CSO) caseloads to determine compliance with established policies and procedures. Develops and implements project plans, analysis, and evaluation.

KNOWLEDGE, SKILLS, AND ABILITIES:(The KSAs below may not apply at all grades)

Ability to communicate effectively other than in writing.

Ability to analyze current or projected operating programs.

Ability to communicate in writing.

Knowledge of principles and practices of management audits and inspections.

Ability to plan and execute work.

MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:

Grade 12: Qualifying experience for the GS-12 level includes one year of specialized experience at least equivalent to the GS-11 level which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Grade 13: Qualifying experience for the GS-13 level includes one year of specialized experience at least equivalent to the GS-12 level which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

OTHER SIGNIFICANT FACTS:

Drug Testing: Appointment may be subject to random drug testing after selection.

TIME-IN-GRADE REQUIREMENT: Status applicants for promotion must have 52 weeks of service at the next lower grade.

Applicants must submit a complete application package by the closing date of this announcement.

Status applicants must submit a copy of their most recent Notification of Personnel Action (SF-50), which verifies status and shows position title, series, and grade.

Applicants must submit a copy of their most recent performance appraisal. Applicants unable to provide their most recent performance appraisal must provide written justification for its absence.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

Moving Expenses: Moving expenses are not authorized.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing, and favorable adjudication.

Failure to successfully meet these requirements will be grounds for termination.

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Generally, preference is granted to veterans who entered military service prior to October 14, 1976; or served on active duty during the period from August 2, 1990, through January 2, 1992, and who are otherwise eligible; or who served on active duty during the period beginning September 11, 2001, and ending on the last day of Operation Iraqi Freedom; or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. This includes the Armed Forces Expeditionary Medal (AFEM) awarded to those who participated in

Operation Joint Endeavor or Operation Joint Guard. Also, you may be entitled to veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a disabled veteran; or you are the widow, widower, or mother of a deceased veteran. You will need to submit a Standard Form (SF) 15 and proof of your claim.

If you are claiming 5-point veterans' preference, or you are applying for consideration under the Veteran Employment Opportunity Act or Veteran Readjustment Authority, attach a copy of your DD-214 "Certificate of Release or Discharge from Active Duty" or other proof of eligibility. If you are applying for consideration under the 30% or more Disabled Veteran Authority, you must attach a SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Appointment will require completion of a one-year probationary period.

Contact Information:
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